



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
|--|---|---|------------------------------------|
| Application Date August 22, 1986 | 1. Agency Address Department of Transportation #2 Capitol Square Office of Maintenance Atlanta, Georgia 30334 | Application Number 87-12 | Date Received SEP 8 1986 |
| Application Number | | Date Completed JAN 14 1987 | |
| 2. Person to Contact Emery S. Horvath | | Working Title T.E. V | Telephone Number 656-5314 |
| 3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercade; <input type="checkbox"/> Void | | | |
| 4. Dates of Series Earliest 1978 | Latest to date | 5. Records Series Title (followed by title used in office, if different) Maintenance Materials Inventory - District/Area | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? DIVISION OF OPERATIONS: Provides staff support to the Department in the areas of Maintenance, Traffic Engineering and Safety, Utilities, Permits and Enforcement, Equipment Management and Field District supervision. OFFICE OF MAINTENANCE: Has responsibility for roadway and bridge maintenance, bridge inspection, asphalt plant operations, Sign Shop, Centerline Shop, Emergency Operations Center, maintenance budget and Maintenance Management System. | | | |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Maintenance Materials Inventory Included are: Inventory Control Record Card. - Indicates the receipts and disbursements of any inventory item. Inventory Transfer Form - Used to move materials from one inventory location to a different inventory location. Inventory Adjustment Report - Used to report any differences between the inventory card and the field count of the material. File is arranged: | | | |
| 8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>3</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>Rarely</u> ; twenty-five months and older <u>0</u> ? | | | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ | | | |

| | | |
|---|-------------------------------------|--|
| | <input checked="" type="checkbox"/> | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| | <input checked="" type="checkbox"/> | c. Is this a vital record? |
| | <input checked="" type="checkbox"/> | d. Does this series have historical or long term research value? |
| X | | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | <input checked="" type="checkbox"/> | f. Is the information contained in this series ever published? If yes, attach copy. |
| | <input checked="" type="checkbox"/> | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | <input checked="" type="checkbox"/> | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | <input checked="" type="checkbox"/> | i. Is this series (or a major portion of it) regularly microfilmed? |
| | <input checked="" type="checkbox"/> | j. Does the record series result in a computer printout? |

11. Retention Requirements The following requires the series to be kept: (One year internal audit)

| | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | 3 _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 3 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Inventory cards that are full and inventory transfer forms will be held at the inventory location for three years, then forwarded to the District for disposal.

These instructions apply to all prior and future accumulations of the series.

| | | | |
|--|--------|--|--------------------------------|
| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
| <i>Donald H. Watson</i> | 9/2/86 | <i>Melba B. Buck</i> | 9/2/86 |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Records Committee (Signature) | Date |
| | | State Auditor/Designee | <i>W. H. Settle</i> 1-12-87 |
| | | Secretary of State/Designee | <i>Edward Wilder</i> 1/8/87 |
| | | Attorney General/Designee | <i>Samuel H. Hight</i> 1/14/87 |